

LANCASTER COUNTY COURT SERVICES CLERK

NATURE OF WORK

This is responsible clerical work preparing and processing court documents and maintaining court records.

Work involves entering court case information into the JUSTICE database system, providing counter and telephone assistance to clients and attorneys and compiling and distributing required correspondence or requested documents to appropriate parties. Work also involves conducting information searches within computer and written files and assessing, collecting and receipting client fees or bond monies. General supervision is provided by an administrative superior with work reviewed in the form of record accuracy and compliance with departmental policies and procedures.

EXAMPLES OF WORK PERFORMED

Provide counter and telephone reception; answer client questions regarding court decrees, court costs due and necessary subsequent actions; provide copies of court documentation; assess or communicate fees required, collect payments and issue receipts.

Create new client files; enter court decision information from client files into JUSTICE and CARATS database systems; certify orders, photocopy and distribute to appropriate parties; conduct information searches within client files and databases; retrieve files from storage and reopen as needed.

Complete notification correspondence and communications for all judgments; compile and distribute requested/required documents to clients, judges, attorneys, law enforcement officials and community agencies; certify incoming documents; fill out State and Federal reports regarding vital statistics; complete work status reports as requested.

Perform various clerical tasks including proofreading documents, photocopying, sorting and filing documents into filing system; pull files from filing system and place in order of docket appearance; type and mail routine correspondence; sort and distribute mail; enter client information into logbooks.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of modern office equipment, practices and procedures.

Some knowledge of the legal process, court proceedings and judicial systems.

Some knowledge of legal terminology, documents, forms, and routine correspondence.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, attorneys, court personnel and the general public.

Ability to organize tasks and establish work priorities.

Ability to access and maintain extensive filing systems.

Skill in the operation of common office equipment including computer, facsimile machine, calculator, photocopier and related equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from senior high school or equivalent including experience working in a clerical environment.

MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent with some experience working in a clerical environment or any equivalent combination of training and experience which provides the desirable knowledges, abilities, and skills.

Approved by: _____
Department Head

Personnel Director

4/00

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